



Job Announcement

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Opening Date:	February 28, 2013	Closing Date:	March 14, 2013
Job Title:	Jury Clerk I/II	Position Type:	Regular Full Time
PIN:	059999	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Entry Salary:	J05 \$27,576 - \$32,636 J06 \$29,278 - \$34,691
Financial Disclosure:	No		(Depending on Qualifications)

Regular State employees subject to promotion/demotion policy

Essential Functions: Screens qualification forms and determines if potential jurors are qualified for service. Determines, based upon a review of each individual record, if a show cause order for failure to appear should be prepared and prepares show cause orders. If needed, testifies in court as to the circumstances of their decision on these matters. Signs in and disburses monies to jurors. Monitors the daily housing of jurors; escorts and retrieves jurors to court; issues appearance slips and prepares utilization reports. Performs data entry of pertinent information. Provides information to jurors in person and via telephone.

Education: High School Diploma or GED.

Experience: Level I - One year of related experience
Level II - experience above, plus one year of court experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to review comments and notations and record essential information. Ability to review and interpret documents. Ability to apply policies, procedures, rules, regulations and laws as required. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each not to exceed 5 minutes each. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, location and PIN number. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Baltimore City
Room 412 Courthouse East
111 North Calvert St.
Baltimore, MD 21202
Attn: Frank M. Conaway, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.